

EUROPEAN PARTNER POLICY 2017-20



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Author/policyholder	Vice Principal & Director of Curriculum / Head of Registry
Approved by	Academic Council (Leeds College of Music) and Learning and Teaching Enhancement (University of Hull)
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Linked external codes/regulations
QAA Quality Code for Higher Education, Partnerships
Linked documents/references
LCoM Strategic Plan LCoM European Strategy 2016-20 Erasmus Charter for Higher Education 2014-20 Erasmus Student Charter HE Admissions Policy University of Hull Study Abroad Quality Guidance Framework University of Hull Code of Practice: Educational Partnerships
Equality Impact Assessment information
Impact Assessment to be completed by July 2019
Scope of policy (audience)
Staff, Students, Prospective students
Alternative Formats
Audio, large font

Policy Statement
<p>It is the policy of Leeds College of Music that undergraduate BA Music degree students from the conservatoire may study abroad with an Erasmus School for one academic year at an institution that has the Erasmus Charter for Higher Education.</p> <p>Part A of this policy sets out the policy and procedure for establishing partnerships with participating institutions and how we ensure that any Learning Agreement that is entered into with a European Partner institution will satisfy University of Hull requirements and those of the QAA Quality Code. To do this, Leeds College of Music will adopt the University of Hull's Study Abroad Quality Guidance Framework.</p> <p>Part B of this policy sets out the procedure for outgoing students applying and preparing to study abroad with a European Partner institution.</p> <p>Part C of this policy sets out the procedure for incoming students applying and preparing to study at Leeds College of Music from a European Partner institution.</p>

This policy will be monitored and evaluated as part of the Annual Monitoring cycle of activities.

Background/vision (if applicable)

The Erasmus Programme is an EU student exchange programme, which gives undergraduates the opportunity to go on an exchange period for one academic year at another Erasmus School. We are an Erasmus+ Charter Higher Education Institution; therefore students who study with one of our European partners in specific subject areas may be eligible to receive funding to contribute to the costs of living abroad.

Policy

1. General Principles

- 1.1. Leeds College of Music is responsible for the academic standards and the quality of the student study abroad experience: the conservatoire is responsible for the standards and quality of its own curriculum for incoming students and for satisfying itself of the standards and quality of Partners' curricula for outgoing students via the Inter-institutional Agreement and Learning Agreement.
- 1.2. Leeds College of Music will ensure that the overall programme outcomes include appropriate outcomes relating to the period of study abroad.
- 1.3. A site visit will be conducted to assess the suitability of proposed partners in accordance with the University of Hull Study Abroad Quality Guidance.
- 1.4. Study abroad will be only permitted at Level 5 of the BA Music degrees, i.e. in the second year of study on the three-year BA (Hons) course or the third year of the BA (Hons) with Foundation Year course. Study will only be permitted that is for the entire academic year. Single semester exchange is not permitted.
- 1.5. Study abroad is not permitted for students on the 2-year Foundation Degree programme or the BA (Hons) Musical Theatre programme.
- 1.6. Credit Transfer is the process by which Leeds College of Music accepts credit awarded by another institution with whom we have an Inter-institutional Agreement as contributing to an award. Study abroad must allow the student to earn credit as part of their degree.
- 1.7. The Credit Transfer Framework will be defined in the Inter-institutional Agreement and will be outlined in the student Learning Agreement.
- 1.8. Leeds College of Music will use the Inter-institutional Agreement and student Learning Agreement templates as provided by the European Commission.
- 1.9. Students undertaking study abroad as part of a degree programme must register for the equivalent of 120 Leeds College of Music credits for one academic year.

- 1.10. Credit awarded from outside of Leeds College of Music will not be double counted, e.g. if a student has achieved 120 credits for a Certificate of Higher Education, s/he cannot use the credits to claim a second Certificate of Higher Education.
- 1.11. The integrity of the grading process at partner institutions should be respected. Grades obtained at partner institutions are accepted in principle as valid, just as Leeds College of Music (University of Hull) grades are accepted at partner institutions across the world.
- 1.12. Grades obtained at partner institutions should be converted to the Leeds College of Music (University of Hull) scale in accordance with the University of Hull's **Partner University Credit Transfer and Grade Conversion Guidance**.
- 1.13. In the event of a student failing a module(s) while abroad, the following procedures will apply, in the following order, within the framework of the University of Hull's Quality Handbook.
- i) Compensatable Fail – if the mark for a failed module, once converted, falls into the category of “compensatable fail”, as defined by the University of Hull's Quality Handbook, then the mark should be so converted and recorded as a compensatable fail according to standard Leeds College of Music (University of Hull) practice.
 - ii) Failed Module(s) – in the case of a failed module, or the failure of so many credits in a year that progression is impossible according to the University of Hull's regulations, the following procedure will apply:

Any reassessment required at the end of the study abroad year will be undertaken via the partner institution's resit mechanism for students not currently on their campus. This will be invoked with the assistance of the Erasmus/European Coordinator and the Head of Registry. Failure on the part of the student to co-operate with this reassessment will be considered as not having submitted the required work, and awarded 0 (zero). No partnership will be entered into with an institution that does not allow reassessment opportunity for students not currently on their campus.

NB If a student who participates in the Erasmus Programme is deemed to have failed the period of study abroad, it is likely that s/he will have to repay any Erasmus grant money received. The student and the Erasmus/European Coordinator must inform the Head of Registry immediately if this situation arises.
- 1.14. Any decision made on credit and the eligibility of a student to progress onto the next level of study is an academic decision ratified by the Board of Examiners.
- 1.15. All compulsory modules must have learning outcomes with equivalents to Leeds College of Music modules.
- 1.16. In the case of a student studying at Leeds College of Music under a tier 4 visa, prevailing regulations should apply. Advice on current guidelines and

their impact on this policy should be sought by contacting the Head of Registry at Leeds College of Music.

- 1.17. Students considering applying for an Erasmus exchange should be informed that there may be Level 6 modules that they will not be able to study on their return as they have pre-requisites, for example Professional Studies 3: Community Music Project.
- 1.18. To participate in the Erasmus Programme at Leeds College of Music students must have passed Level 4 with no requirement to undergo resits in the summer reassessment period.

2. Learning Agreement

- 2.1. The Learning Agreement provides a formal structure for approving the transfer of credit from a partner institution. This will detail the programme of study and the modules to be studied at the institution, as well as the formal structure for approving the transfer of credit (as agreed in the Inter-institutional Agreement).
- 2.2. All students undertaking a credit-bearing period of study abroad must complete a student Learning Agreement before departure. The Learning Agreement should be completed by the end of the semester (i.e. the end of Semester 2 of the first year of study at Leeds College of Music if on the BA (Hons) programme or second year of BA (Hons) with Foundation Year preceding the period of study abroad).
- 2.3. Leeds College of Music will retain copies of Learning Agreements completed by all students participating in a period of study abroad for at least five complete years. It should be noted that Learning Agreements are a formal contractual requirement for the Erasmus programme and can be requested at any time by the Erasmus National Agency or European Commission.

Part A – Procedure for Establishing Partnerships

1. Initial contact and communication

- 1.1. The conservatoire will engage in discussion with appropriate institutions to establish if a partnership may be possible.
- 1.2. Leeds College of Music will nominate a lead contact at the conservatoire to initiate and manage initial communication with potential partner institutions and identify courses and modules that may be appropriate.
- 1.3. A partner institution must allow reassessment opportunity for students who have failed module(s) at the end of their study abroad year. No partnership will be entered into with an institution that does not have a resit mechanism for students not currently on their campus.

2. Determining academic suitability for credit transfer

- 2.1. Following initial contact and communication with a potential partner institution and the identification of potential courses and modules that may

be appropriate, the relevant Programme Leader(s) and the Erasmus/European Coordinator will map the module learning outcomes of the potential partner institution to the corresponding modules at Leeds College of Music to determine the suitability for credit transfer.

3. Site visit and report

- 3.1. A site visit will be undertaken once it has been determined that the courses and modules at the potential partner institution are suitable for credit transfer.
- 3.2. A nominated member(s) of staff from Leeds College of Music must undertake the site visit to assess the suitability of learning resources provided by the potential partner institution.
- 3.3. The nominated member(s) of staff must produce a site report following the site visit. This report will provide evidence that the potential partner institution has been visited and confirm that the learning resources (broadly defined) available at the partner institution are suitable to support the learning opportunities of the students concerned.

4. Approval of partnership

- 4.1. Academic Council will be responsible for the approval of all partnerships between Leeds College of Music and European Partner institutions.
- 4.2. In conjunction with the proposed partner institution, the conservatoire will produce a written contract (the 'Inter-institutional Agreement') detailing the specifics of the proposed partnership between the two institutions, including eligible courses and modules for study and the formal structure for approving the transfer of credit from the partner institution.
- 4.3. This Inter-institutional Agreement and the accompanying site report will be presented to Academic Council. Academic Council will approve or reject the contract as appropriate.
- 4.4. The site visit report will be reviewed every three years unless a review is prompted sooner.

Procedure flowchart for establishing partnerships



Part B – Student Application Procedure (Outgoing Students)

1. Introduction

- 1.1. An application to study abroad as part of the Erasmus Programme can only be made by a student who meets the following eligibility criteria:
 - The student is studying at Level 4 of a BA Music programme (the first year of study on the BA (Hons) programme and the second year of study on the BA (Hons) with Foundation Year programme) when applying;
 - The student applies by the internally-set deadline;
 - The student is in good academic standing, indicating the potential to achieve a Level 4 average of an upper second class, as determined by the relevant Programme Leader(s).
 - As an ambassador for Leeds College of Music (LCoM), the student understands that they will be representing LCoM internationally and accepts that they must conduct themselves in an appropriate manner during their year abroad.
- 1.2. The application process is a two-stage process. Students must first make an initial application to LCoM prior to making a direct application to a partner institution(s). If this initial application is successful, LCoM will provide a recommendation to study to support a direct application to a partner institution. A direct application cannot be made without this recommendation.
- 1.3. Students are expected to conduct independent research into the institutions listed as partner institutions under this policy to determine their preferred institutions for study.
- 1.4. It is the responsibility of the student to inform the Erasmus/European Coordinator of their interest to study abroad at least two weeks prior to the internal application deadline so that their options can be discussed fully.
- 1.5. The Erasmus/European Coordinator will arrange a meeting with students who have expressed an interest in studying abroad to discuss the application process, institutions available for exchange, and answer any queries students may have prior to making an application.

2. Application process

- 2.1. Initial applications must be sent to the Erasmus/European Coordinator using the standard form and must be submitted with the required supporting documentation/materials.
- 2.2. Applications must be made by the specified deadline. Any application made after this time will not be considered and will be rejected.
- 2.3. Students may list three partner institutions on their application form, labelled one to three in order of preference. Students who list fewer than three partner institutions on their application form may limit their chances of being recommended to study abroad as places at each institution are limited.

- 2.4. A Panel will review all student applications and supporting documentation/materials and will make a decision in line with the European Partner Policy. The Panel will consist of:
- Erasmus/European Coordinator
 - Head of Registry
 - Head of Student Services
 - Vice Principal & Director of Curriculum
- 2.5. Applicants will be contacted via email regarding the outcome of their application and confirmation of which partner institution(s) they will be recommended to.
- 2.6. Successful internal applicants make a direct application to the partner institution(s) via the Erasmus EASY system. The conservatoire supports students through this process.
- 2.7. The decision whether or not to offer a student a place to study on an Erasmus exchange rests with the partner institution.
- 2.8. Students who fail their Level 4 year of study or are required to resit assessments for their Level 4 year will have their offer to study abroad withdrawn.

3. Pre-departure preparation

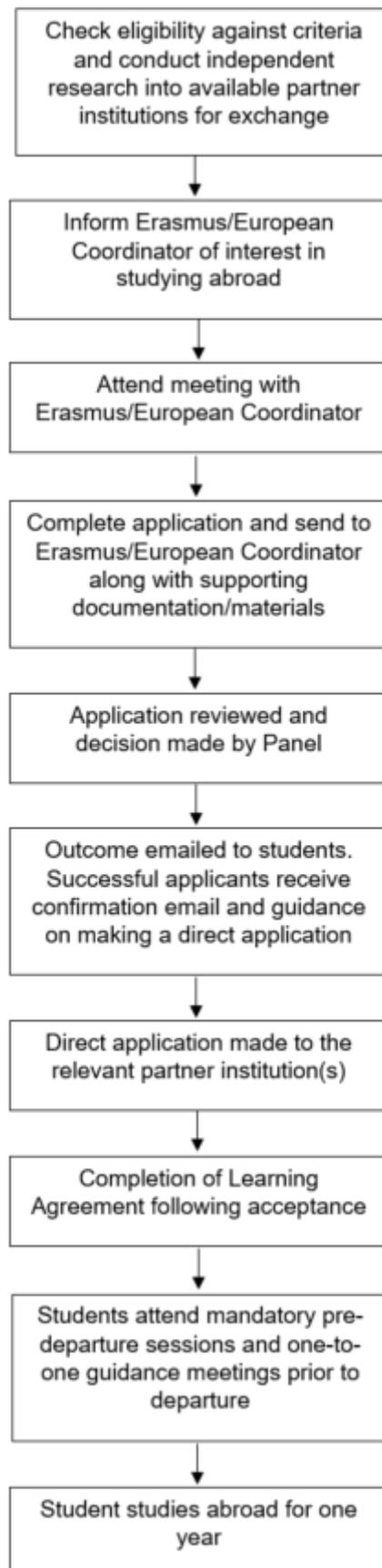
- 3.1. Prior to departure students must complete and sign a student Learning Agreement. This Learning Agreement will detail the programme of study, the modules to be studied, and provides the formal structure for approving the transfer of credit from the partner institution. The Learning Agreement must also be signed by the Erasmus/European Coordinator.
- 3.2. Students will consult with their Programme Leader on their module choices prior to completing the Learning Agreement.
- 3.3. Any subsequent changes to the Learning Agreement must receive written approval from the Erasmus/European Coordinator.
- 3.4. Students will also be required to attend mandatory pre-departure sessions and one-to-one guidance meetings with the Erasmus/European Coordinator and the Head of Student Services, which will provide a reasonable level of information on accommodation, support services and any pertinent health and safety issues at the partner institution.
- 3.5. Failure to attend mandatory pre-departure sessions and one-to-one guidance meetings may result in the withdrawal of a student's offer to study abroad.

4. Studying aboard

- 4.1. Providing students meet the above requirements they will undertake their study abroad year during semesters 1 and 2 of Level 5.

- 4.2. Students must comply with the internal rules and regulations of the partner institution during their year abroad.
- 4.3. The Erasmus/European Coordinator will maintain regular contact with students during their year abroad (in main through email) and be available to offer academic advice and support in resolving academic problems whilst aboard.
- 4.4. The Erasmus/European Coordinator will monitor students' progress through regular reports and transcripts from the partner institutions throughout the year.
- 4.5. Students will receive appropriate programme and module information relating to their returning year of study towards the end of their year abroad.

Procedure flowchart for outgoing students



Part C – Student Application Procedure (Incoming Students)

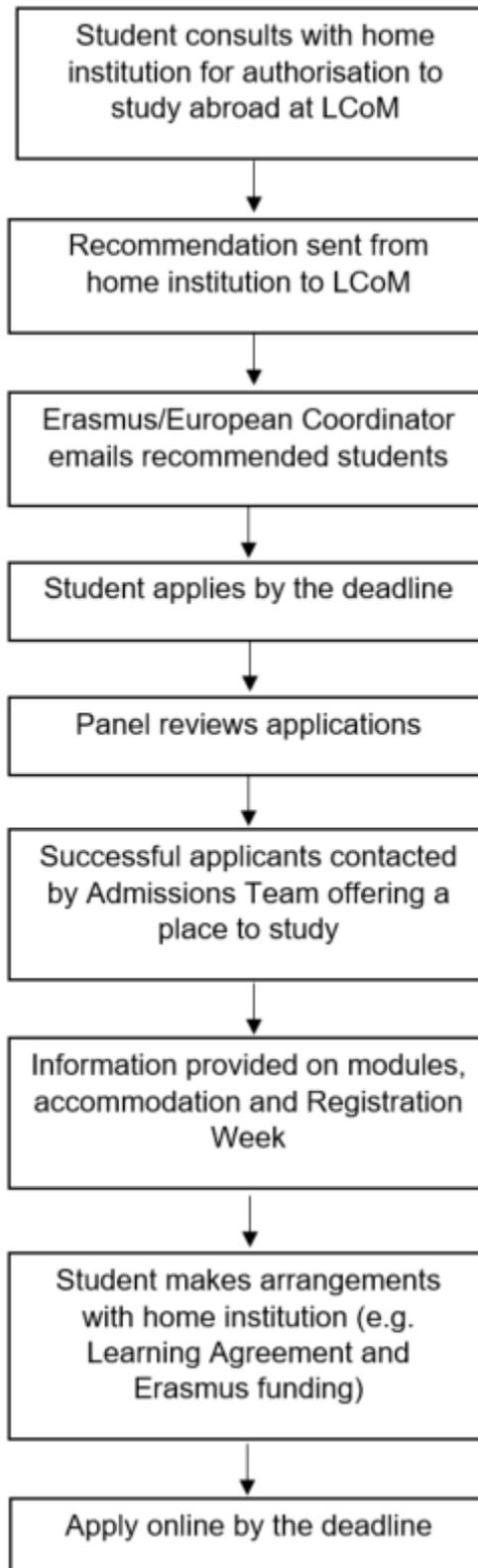
1. Introduction

- 1.1. Prospective incoming students must first consult with their home institution to express an interest to study at Leeds College of Music (LCoM). Students cannot apply to study at the conservatoire without authorisation and a subsequent recommendation from their home institution. LCoM will communicate with the relevant partner institutions to verify recommended students and any applications received without such a recommendation will not be considered.

2. Application process

- 2.1. Applications must be made online and must be submitted with the required supporting documentation/materials.
- 2.2. Applications must be made by the specified deadline. Any application made after this time will not be considered and will be rejected.
- 2.3. A Panel will review all student applications and supporting documentation/materials and will make a decision in line with the European Partner Policy. The Panel will consist of:
- Erasmus/European Coordinator
 - Head of Registry
 - Head of Student Services
 - Vice Principal & Director of Curriculum
- 2.4. Applicants will be contacted via email regarding the outcome of their application. Successful applicants will receive an email from our Admissions Team offering a place at LCoM as an Erasmus student.
- 2.5. Once students have accepted their place, they will be provided with information and advice relating to:
- Modules and the selection of optional modules
 - Accommodation
 - Registration Week
- 2.6. Incoming students must make the necessary arrangements with their home institution in relation to completion of a Learning Agreement and Erasmus funding.

Procedure flowchart for incoming students



Responsibilities

The Erasmus/European Coordinator will:

- Be responsible for managing and following the European Partner Policy.
- Coordinate the process for establishing partnerships and Learning Agreements with appropriate European institutions.
- In conjunction with the relevant Programme Leader(s), map module learning outcomes from potential partner institutions to determine academic suitability for credit transfer.
- Ensure all study abroad partnership contracts are approved by Academic Council.
- Promote opportunities within the conservatoire and counsel interested students.
- Provide academic advice and guidance to students and organise meetings with students prior to the application stage.
- Consider applications from students, in line with the eligibility criteria of this policy.
- Ensure that credit achieved abroad is noted at Module and Programme Boards.
- Ensure that adequate records are kept in order to facilitate a handover to a successor.

The Programme Leader will:

- In conjunction with the Erasmus/European Coordinator, map module learning outcomes from potential partner institutions to determine academic suitability for credit transfer.
- Provide academic references for students on request by the Erasmus/European Coordinator, based on materials that the student plans to submit to support their application, in the absence of assessed work at LCoM.
- Liaise with students throughout the process, providing advice and guidance as required.

The Head of Registry will:

- Ensure that all records of Learning Agreements with institutions are held and that credit transfer and awards are recorded at Module and Programme Boards.
- Retain copies of signed Learning Agreements completed by all students participating in a period of study abroad for at least five complete years.
- Renew and terminate agreements with advice from the Erasmus/European Coordinator and the approval of the Academic Council.
- Coordinate the provision, in collaboration with Student Services, of a reasonable level of information on student funding, visas, accommodation, support services, health and safety, insurance and any other preparations as necessary prior to departure through mandatory pre-departure sessions and one-to-one guidance meetings.

The Academic Council will:

- Approve, renew and terminate the partnerships between Leeds College of Music and appropriate European institutions. Such partnerships will allow for credit transfer for students, to be ratified at Module and Programme Boards following a student's year abroad.

LCoM students will:

- Inform the Erasmus/European Coordinator of their interest to study abroad two weeks prior to the application deadline published by the conservatoire.
- Attend the information session held by the Erasmus/European Coordinator prior to making an application to study abroad for a year.
- Make an application using the standard form and submit the required supporting documentation/materials.
- Following a confirmation of a successful application to the conservatoire, make a direct application to the relevant partner institution(s).
- Complete a Learning Agreement in a timely manner in discussion with the Leeds College of Music Erasmus/European Coordinator.
- Attend all mandatory pre-departure sessions and one-to-one guidance meetings.
- Fully engage with their studies whilst on the year abroad, as agreed in their Learning Agreement.

Incoming students will:

- Be recommended by their home institution prior to making a direct application to LCoM.
- Apply online and submit the required supporting documentation/materials.
- Confirm their place following an offer to study from the Admissions Team.
- Engage with information and advice provided by LCoM relating to modules, accommodation and registration.
- Make the necessary arrangements with their home institution to complete the required Learning Agreement and apply for Erasmus funding.

Breach of policy (if applicable)

Students are entitled to make a formal complaint via the conservatoire's Complaints Policy if they feel the conservatoire has not complied with the procedures set out in the European Partner Policy.